

ELPA Coordinator Update

Spring 2007 ELPA

The second annual English Language Proficiency Assessment (ELPA) will be administered this spring (March 19-April 27, 2007) to all English language learners (ELLs) who are enrolled in grades K-12 and eligible for limited English proficiency (LEP) services. The purpose of ELPA is to determine progress in acquiring English-language skills. To assist you in planning for this assessment, the following information is provided:

1. Designating Your District ELPA Coordinator

Each district needs to assign a District ELPA Coordinator, who will work closely with the district's OEAA Secure Site Administrator to complete the enrollment/pre-identification process and review the demographic information for ELLs (English Language Learners). Your district OEAA Secure Site Administrator must enter in contact information for this person after clicking on the "ELPA – Harcourt" button in the OEAA Secure Site.

2. ELPA Enrollment Process

If you need to provide numbers of students in order to obtain correct materials from Harcourt, we have now posted a form called the "ELPA Spring 2007 Additional Material Order Form" on www.michigan.gov/elpa.

3. ELPA Pre-Identification (Pre-ID) Process

- January 27, 2007: This is the last day to identify students for the Spring 2007 ELPA Assessment in the OEAA Secure Site in order to receive printed student barcode labels from the contractor. Loaded pre-ID information was based on the Fall SRSD counts and the participation in either the Spring 2006 ELPA, or the Fall ELPA Initial Screening. Only students reported as "Less than Proficient" were included.
- Your ELPA materials will be pre-printed with the student names that appear in your pre-identified Student Report.
- After this date, you will add new students in the OEAA Secure Site and print student barcode labels at your district or school.

Technical Tips for Enrollment and Pre-ID

Public school districts have access through their OEAA Secure Site Administrator. Non-public schools and charter schools have a designated building or site coordinator who has the same level of access.

If you did not receive an e-mail from Harcourt with your password for the Harcourt Spectrum site, you may already be in the system from a previous ELPA testing cycle. If you do not remember or have lost your password, you can click on the "I Forgot My Password" link on the opening screen of the Spectrum site. When prompted to input a favorite pet name as a security feature, enter "spot" if you did not already set this clue to a different name. Your password will be e-mailed to you at the e-mail your designated when your user ID was first set up.

If you experience further problems logging in or using the site, the Harcourt Customer Support phone number is 1-800-763-2306.

4. Important Dates for the ELPA Spring 2007 Cycle

- That teleconference entitled "Planning for the Spring 2007 ELPA" was presented at Wayne RESA on January 22. This teleconference was broadcast through participating ISDs and is now available for streamed download through www.mistreamnet.com. This teleconference was planned for District and Building ELPA Coordinators who want to prepare training materials for the ELPA at their schools or testing locations.
- February 15, 2007: Teleconference through Wayne RESA, "Administering the Spring 2007 ELPA." This teleconference will be broadcast through participating ISDs and will be available for streamed download through MIStream.net. This teleconference will offer valuable information and training for the teachers and test proctors who will be giving the ELPA to ELL students. This is also an opportunity to learn the updated Speaking rubrics and get some hands-on training in how to score student responses.
- March 5, 2007: ELPA materials arrive in schools.
- March 19, 2007 to April 27, 2007: Testing window for the Spring 2007 ELPA.
- April 2, 2007 to May 4, 2007: Districts return Spring 2007 testing materials to Harcourt.
- May 3, 2007* to June 4, 2007: Raw Score Reports posted for districts on the OEAA Secure Site.

**Posting occurs 28 days after materials are received at Harcourt for scoring.*

ELPA Initial Screening Update

The ELPA Initial Screening is a diagnostic tool for measuring the English proficiency of a student who is new to your district from another Michigan district, or who did not take the Spring 2006 ELPA at all. The ELPA Initial Screening was distributed in early September 2006 for new enrollees with returns during the first week of October.

The use of the ELPA Initial Screening has been extended. As of December 1, the Initial Screening cycle has changed from fall to winter in order to assess content that has been learned during this school year. As a result, the assessment levels that are to be administered to students have been updated (see below). The change in levels is needed to ensure that students are measured on appropriate content at the time of assessment.

Teachers or proctors administer Part A only. The open-response Writing test items and all Speaking items are scored by the teacher or proctor according to the directions in the ELPA Initial Screening Manual and Directions for Administration.

- Teachers or proctors enter in the raw scores for each section on the OEAA Secure Site. In order to do so, this staff member must have District ELPA Coordinator access or be designated by a District ELPA Coordinator as an “ELPA Screener User.” Complete instructions are found on the OEAA Secure Site.
- You can order ELPA Initial Screening materials at any time. Use our newly-updated order form on the OEAA Secure Site at: www.michigan.gov/oeaa-secure. Click on the link to the left that says “English Language Proficiency Assessment” and look for the order form in the first “What’s New” area.
- Remember that the ELPA Initial Screening is now in the WINTER 2007 cycle. The testing materials are the same as for the FALL 2007 cycle, but when you log into the OEAA Secure Site to enter your raw scores, you will select “Winter 2007” from the pull-down menu options.
- As of December 1, the new Assessment Levels and Grade Spans are:
 - Level I: Grade K
 - Level II: Grades 1-2
 - Level III: Grades 3-5
 - Level IV: Grades 6-8
 - Level V: Grades 9-12